



City of Seat Pleasant
Neighborhood & Commercial Compliance
311 68th Place, Seat Pleasant, MD 20743
Phone: (301)336-2600 Fax: (301) 336-1059
www.seatpleasantmd.gov

"A Smart City of Excellence"

Business Occupancy License Application

20_____

DISCLOSURE: The annual business license fee is calculated by the total gross square footage for each address. If you utilize the lot for the storage of vehicles/equipment your business license rate will be based on the square footage of that lot. Licenses will be issued after inspection is completed and passed.

APPLICATION FOR BUSINESS LICENSE

BUSINESS INFORMATION

☐ New ☐ Renewal

If this is a renewal application, has the ownership of the business changed since the last application? _____

Business Name: _____ **EIN/DUNS #** _____

Business owner's name: _____ **Owner's phone:** _____

Owner's Address: _____

Business Address: _____

Business Phone: _____ **Cell Phone:** _____

Email _____

Emergency Contact: Name _____ **Telephone** _____

Business Hours: Monday: _____ Tuesday: _____ Wednesday: _____ Thursday: _____

Friday: _____ Saturday: _____ Sunday: _____

Business Type: ☐ Retail ☐ Restaurant ☐ Bar ☐ Grocery/Convenience ☐ Real Estate ☐ Hair/Nail

☐ Insurance ☐ Marketing/Advertising ☐ Printing ☐ Liquor ☐ Medical/Healthcare

☐ Tax ☐ Service ☐ Day Care ☐ Pest control ☐ Retail ☐ Laundromat ☐ Arts Related

☐ Automotive ☐ Bakery ☐ Pet Care ☐ Hardware ☐ Dry Cleaners

☐ Other _____

Number of Employees: _____ **Year Business established:** _____

Business website: _____

Social Media: Facebook: _____ Twitter: _____

Instagram: _____ LinkedIn: _____

Other _____

IDENTIFICATION

Property Owner Name _____ Company _____

Mailing Address _____

Phone _____ Email _____

Person responsible for upkeep and maintenance of the interior of the property: ☐ Owner ☐ Tenant

Person responsible for upkeep and maintenance of the exterior of the property: ☐ Owner ☐ Tenant

Person responsible for utilities (water/electric): ☐ Owner ☐ Tenant

Person responsible for snow removal: ☐ Owner ☐ Tenant

Person responsible for trash removal: ☐ Owner ☐ Tenant

APPLICATION CHECKLIST

Please include the following with the submission of application. All the items **MUST** be provided at time of application. **Failure to include proper documentation will result in a delay of your Business License and possible fines. No licenses will be issued until after all documents are submitted, approved, and inspection has been completed and passed.** Inspection checklist is attached.

☐ Business Trash Collection – (submit contract or current invoice)

☐ Prince George's County Sign Permit (if new sign is installed)

☐ Applicable Licenses (day care, beauty salons, barber shop etc.)

☐ Copy of Prince George's County Use and Occupancy (U & O) permit

☐ Copy of current Prince George's County Health Department Inspection certificate for all commercial businesses that prepare food on-site (this is an Annual Inspection) (if applicable)

☐ State License (if applicable)

☐ Compliance with all City codes and Ordinances

FEE CALCULATIONS

1. Business Occupancy Fee:

\$ _____

(see below fee schedule) **Gross Square Feet of Space** _____

2. Late Fees: Renewal after Deadline (June 30th) - \$400.00 per day

\$ _____

TOTAL FEE:

\$ _____

0 - 1,000	\$285.00	16,001 - 17,000	\$1,245.00
1,001 - 2,000	\$345.00	17,001 - 18,000	\$1,305.00
2,001 - 3,000	\$405.00	18,001 - 19,000	\$1,365.00
3,001 - 4,000	\$465.00	19,001 - 20,000	\$1,425.00
4,001 - 5,000	\$525.00	20,001 - 50,000	\$1,485.00
5,001 - 6,000	\$585.00	50,001 - 75,000	\$1,725.00
6,001 - 7,000	\$645.00	75,001 - 100,000	\$1,965.00
7,001 - 8,000	\$705.00	101,000 - 125,000	\$2,205.00
8,001 - 9,000	\$765.00	125,001 - 150,000	\$2,445.00
9,001 - 10,000	\$825.00	150,001 - 200,000	\$2,685.00
10,001 - 11,000	\$885.00	200,000 & up	\$2,925.00
11,001 - 12,000	\$945.00	Day Care Facility	\$100.00
12,001 - 13,000	\$1,005.00	Hotel/Motels	\$2,925.00
13,001 - 14,000	\$1,065.00	Shopping Malls	\$2,925.00
14,001 - 15,000	\$1,125.00		
15,001 - 16,000	\$1,185.00		

APPLICANT SIGNATURE

I hereby certify that the information on this application is true and correct. I hereby certify that I am the business of the subject property and have received permission through a lease or have ownership to conduct business at the property. I am familiar with the applicable codes, requirements and fines of the City of Seat Pleasant. Therefore, I take full responsibility for all code compliance issues as it relates to the upkeep of the building. Further, I agree to conform to all applicable laws and ordinances of jurisdiction to the City of Seat Pleasant.

Owner/Representative's Printed Name

Title

Signature

Date

PLEASE ALLOW TWO WEEKS FOR PROCESSING YOUR REQUEST

For Official Use Only

Code Officer

Inspection: ☐ Passed ☐ Failed

Date: _____

Re inspection: ☐ Passed ☐ Failed

Date: _____

License Issued:

Date _____

Signature _____

Code Enforcement Supervisor: ☐ *Copied*

Finance Department: ☐ *Copied*

Economic Development Director: ☐ *Copied*